



**Commission on Forensic Science
Standards and Certifications Advisory Committee (SAC)
MINUTES - APPROVED**

November 5th, 2018; 12:30 PM – 12:42 PM
Immediately following the Commission on Forensic Science's Meeting
200 S. Adams Street, Wilmington DE

Voting Committee Members:

Jamie Armstrong, CODIS Administrator, DFS
Johna Esposito, Quality Assurance Manager, DFS
Dr. Krystal Hans, Assistant Professor, Department of Biological Sciences, DSU

Absent Committee Members

Julia Vekasy, Chief Forensic Investigator, DFS
Ashley Wang, Forensic Analytical Chemist in FCU, DFS

Agenda:

1. Welcome, Call to Order-Johna Esposito 12:30 PM
2. Review and Approval of Minutes from September 10th, 2018 – Move to approve by KH, Second by JA.
All in favor. Minutes are approved.
3. Discussion of Dr. Hans resignation from the committee. Do we have any ideas for replacement?
 - a. Ideally (with new goals for next year), at least one new committee member would be someone who has knowledge/access to other forensic agencies in the state.
 - i. Johna will reach out to see if Danny Meadows might be a good fit.
 - b. With our current meeting times of “immediately following the commission meeting” it is best for the members of the committee to be on the commission. Although we could change the meeting time.
 - c. The Office of Defense Services may be appointing a new committee member.
4. Discussion of the report to the commission.
 - a. Feedback from Commission
 - i. Mostly positive.
 - ii. Didn't seem like many had read it yet.
 - iii. Sec. Coupe will try to pass on to the vendor who is doing the statewide salary research.

- iv. RL Hughes will put it on the agenda for February to develop action items to help move forward the report's agenda.
 - b. Career Ladders – Johna will take what the committee has given her and put in a finalized version which includes education, training, and certification requirements and prepare an addendum for the next meeting.
5. Other State of DE Forensic Labs and our involvement in their accreditation/certification.
- a. The commission voted and agreed that the SAC should be gathering information from other state agencies who provide forensic services, especially with regard to their accreditation/certification status as well as, perhaps, other information which could be passed on to the Strategic Planning Committee with regard to number of employees and space requirements (i.e. for putting all forensic agencies in one building).
 - b. We will wait to really get started on this project until we have new members assigned to the committee.
6. Thanks to Dr. Hans for her service to the committee and contribution to the SAC Report. Best of luck in your new endeavors!
7. Move/Second/All in Favor - Adjourn 12:42 PM